

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: February 19, 2003

Division: Management Services

Bulk Item: Yes X No

Department: Administrative Services

AGENDA ITEM WORDING: Approval of correction to the Monroe County Policies & Procedures Manual regarding Section 7.01 (B).

ITEM BACKGROUND: The Monroe County Board of County Commissioners approved the Monroe County Personnel Policy & Procedure Review Board's recommended changes on January 15, 2003. There was a scrivener's error in the Accrual Section. This revision corrects that error.

PREVIOUS RELEVANT BOCC ACTION:

CONTRACT/AGREEMENT CHANGES: Correction

STAFF RECOMMENDATIONS: Approval

TOTAL COST: None _____

BUDGETED: Yes ____ No ____

COST TO COUNTY: None _____

SOURCE OF FUNDS: Not applicable

REVENUE PRODUCING: Yes ____ No X AMOUNT PER MONTH _____ Year _____

APPROVED BY: County Atty ____ OMB/Purchasing ____ Risk Management ____

DIVISION DIRECTOR APPROVAL:

Sheila A. Barker

Sheila A. Barker

DOCUMENTATION: Included X

To Follow _____ Not Required _____

DISPOSITION: _____

AGENDA ITEM # D45

LEAVE WITH PAY

SECTION 7

7.01 ANNUAL LEAVE

A. ELIGIBILITY

All salaried employees with regular status working 20 hours or more per week shall earn and accrue annual leave with pay. Hourly employees will not accrue annual leave.

B. ACCRUAL

FIRE/EMS Personnel on 24/48 shifts - refer to EMS Policy Addendum - Section A-3.

For current employees and employees hired on or prior to September 30, 1999, Annual leave for regular, employees shall be earned in accordance with the following table:

Years of Continuous Service	Hours of Leave Earned During Each Calendar Month	Hours of Leave Earned During Each Calendar Month
1 through 3 years	40 HPW 4 hours per bi-weekly pay period (13 working days per year)	37 ½ HPW 3.75 hours per bi-weekly pay period (13 working days per year)
4 through 10 years	5 hours per bi-weekly pay period (16 1/4 working days per year)	4.75 hours per bi-weekly pay period (16.5 working days per year)
11 through 15 years	6 hours per bi-weekly pay period (19 1/2 working days per year)	5.75 hours per bi-weekly pay period (19.9 working days per year)
16 through termination of employment	7 hours per bi-weekly pay period (22 3/4 working days per year)	6.75 hours per bi weekly pay period (23.4 working days per year)

Monroe County currently has a bi-weekly pay period system commencing at 12:00 a.m. Sunday, ending two Saturdays later at 11:59 p.m. There are 26 pay periods per year.